



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

May 24, 2016

**Closing Date: May 31, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on June 1, 2016).

**Title: ADMINISTRATIVE ANALYST**

**Position Number: 2214-8282**

**Grade: C115**

**Professional Licensure Standards Board (PLSB)**

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### **DUTIES:**

This position will maintain the PLSB office and investigative files, open and closed; prepare travel forms and purchase requests; order office supplies; receive fine payments and create record according to ADE financial policies; monitor nonpayment of fines and communicate information in a timely manner to supervisor and paralegal; process invoices received for PLSB according to ADE financial policies; maintain confidentiality of information; make meeting arrangements for monthly PLSB meetings, subcommittee meetings, staff meetings and other PLSB related meetings and conferences; prepare minutes for PLSB meetings, Ethics Subcommittee meetings and other PLSB subcommittees or task forces; preserve recordings of meetings; work closely with paralegal to ensure compliance with the requirements of law as they relate to the PLSB procedures and timelines established in statute and by rule; responsible for maintaining database and timeline that keeps the office up to date on where every open case stands in the ethics complaint process. This position is required to pass a criminal history background check and a Child Maltreatment Central Registry check.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.